Chapter 3

Examples of DoD Customized Request for Personnel Actions

Introduction   This chapter displays examples of the DoD customized Requests for Personnel Actions (RPAs); e.g., Nonappropriated Fund (NAF), Local Nationals (LNs), and descriptions of their unique data fields.
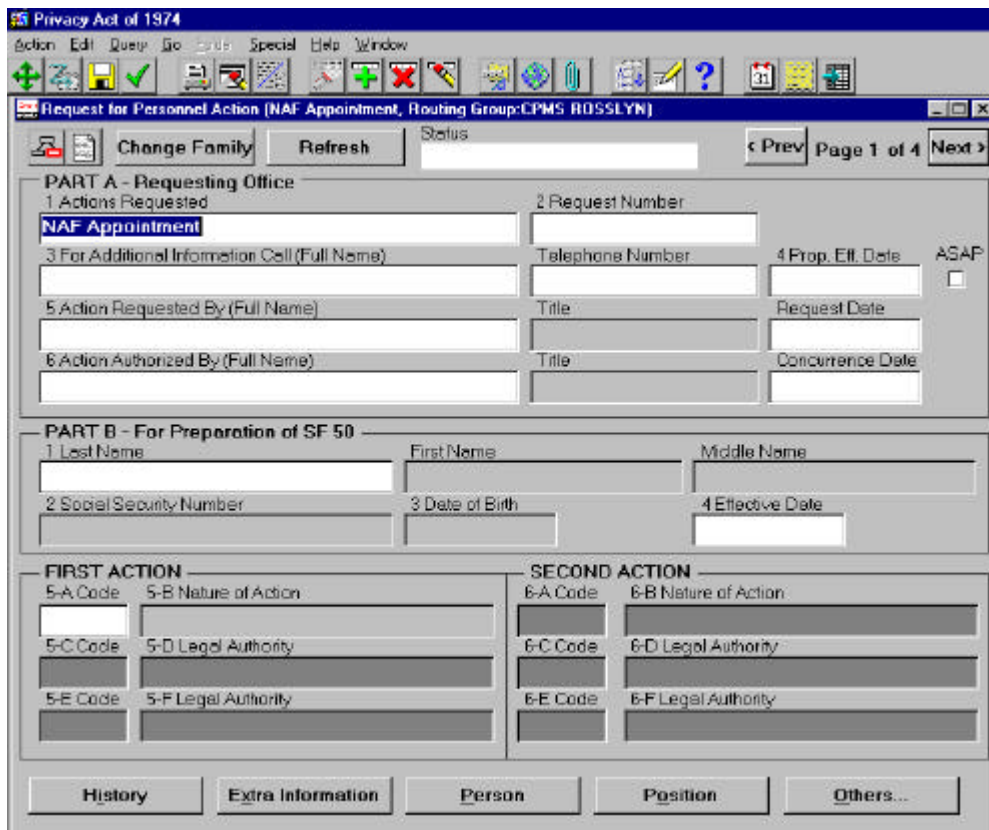
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Local National Request for Personnel Action -- Example	U/D

Nonappropriated Fund (NAF) Request for Personnel Action   The NAF RPA is distinctive to a NAF employee. The NAF RPA contains unique data fields on pages 2 and 3 that differ from the data fields of Appropriated actions. In some instances, only the Block Number changes while the Block Title changes in others.

Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 1

RPA Region	Block/Data Field	Description/Action
Part A – Requesting Office	Same data fields as Appropriated RPA	Same type of information as used in Appropriated RPA.
Part B – For Preparations of SF50	Same data fields as Appropriated RPA	Same type of information as used in Appropriated RPA.

Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 2

RPA Region	Block/Data Field	Description/Action
From Information	12 - Employment Category 12B – Standard NAFI Number	Automatically populates from Position.
To Information	20 Employment Category 20B – Standard NAFI Number	Automatically populates from Position.

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Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 3

RPA Region	Block/Data Field	Description/Action
Employee Data	24 - Family Member Employment Pref	Required input when using spouse preference.
	25 - Assigned Shift	Use LOV.
	26 - AF Group Health Insurance	AF Only - Initializes on accessions. Auto populates in follow-on actions.

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Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 3 (continued)

RPA Region	Block/Data Field	Description/Action
Employee Data (cont)	27 – Annuitant Indicator	Automatically populates from Position.
	28 - Pay Rate Determinant	
	29 - Retirement Code	AF – Initializes on accession. Army - Input is required.
	30 – SCD Leave	AF – Regular employee initializes as effective date of appointment actions; auto populates for follow-on actions. Initialize as spaces for flex appointments and follow-on actions. Army – Type in the service computation date or use the LOV for new appointments. Field will auto populates for current employees.
	30 – SCD Leave	Type in date for length of service.
	31 - SCD LOS	
	32 - SCD BBA	Army - Same as SCD Leave for AF.
	33 - AF Group Life Insurance	AF Only - Same as Item 26.

Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 3 (continued)

RPA Region	Block/Data Field	Description/Action
	34 - Military Status	Requires input.
	35 - Dependent Status	
	36 - Guaranteed Wk Hrs	
	37 - Qtr Hrs	
Position Data	38 - FLSA Category	Automatically populates from Position.
	39 - Bargaining Unit Status	
	40 - Duty Station Code	
	41 - Duty Station (City -County- State or Overseas Location)	Automatically populates from Position.
	42 - Educational Level	Use the LOV or type in the level, if known; e.g., 04, 06, 10, etc. For actions other than Appointment, the employee's record auto populates this data field.
	43 - Citizenship	Required input.
	44 - Supervisory Status	Auto populates from position.

Examples of DoD Customized Request for Personnel Actions, Continued

Nonappropriated Fund (NAF) RPA, page 4

RPA Region	Block/Data Field	Description/Action
Part D, E, and F	Same data fields as Appropriated RPA	Same type of information as used in Appropriated RPA.

Examples of DoD Customized Request for Personnel Actions, Continued

National Guard Request for Personnel Actions

The National Guard and Reserve Request for Personnel Actions is a one-page document. It uses a combination of Taskflow Buttons and List of Values to complete the desired action. Additional information will be covered in the National Guard Module of this User Guide.

National Guard Bureau Request for National Guard and Reserve Actions

National Guard (NG) Unique Data Fields

Region	Data Field	Description/Action
Action Information	Requested Action	Use the LOV.
	Effective Date	Type in date or use Calendar.

Examples of DoD Customized Request for Personnel Actions, Continued

National Guard (NG) Unique Data Fields (continued)

Region	Data Field	Description/Action
Employee Information	Last Name	Use the LOV.
	First Name	Auto populates.
	Middle Name	Auto populates.
	Social Security Number	Auto populates.
Position Information	From Position Name	Use the LOV.
	To Position Name	Use the LOV.

National Guard (NG) Taskflow Buttons

Taskflow Buttons	Description/Action
Extra Information Taskflow Button	Displays nine data fields to select DDFs for completion as needed.
Update HR Taskflow Button	Click to **Update HR**.

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